

Report for Week Ending 1 February 1956
from
RECORDS DISPOSITION BRANCH

Project 5-70 - Office of Training [REDACTED] 25X1A9a

Project is continuing and is 83% complete.

Project 5-77 - Office of Current Intelligence [REDACTED] 25X1A9a

The Survey Report is completed and was coordinated with Mr. [REDACTED] 25X1A9a
of O & M Staff. The Report is ready for transmittal to OCI upon
approval by Records Management Staff. Project is 93% complete.

Project 6-11 - Office of Personnel [REDACTED] 25X1A9a

With the exception of the Official Personnel Folders and related
records, all comments have been discussed and resolved on the pre-
liminary schedule for the Records and Services Division. Mr. [REDACTED] 25X1A9a
will schedule a meeting with the Branch Chief to discuss the disposition
of the Personnel Folders.

A draft has been typed for the Position Evaluation Division and will be
submitted to the ARO today. As a result of preliminary schedules sub-
mitted for other divisions several duplications in file series have
been discontinued and two unofficial forms are being standardized. Pro-
ject is 37% complete.

Project 6-15 - DD/I [REDACTED] 25X1A9a

The Survey Report has been prepared and submitted to Records Management
Staff for approval and signature. When report has been signed the
Records Control Schedule will be transmitted to the ARO for implementation.
Project is 87% complete.

25X1A7a Project 6-23 - [REDACTED] 25X1A9a

A review of the records management program was started this week. It
will include a review of systems begun in 1954 and an evaluation of the
accomplishments of the program to date.

General Information

25X1A9a

The death of [REDACTED] Records Management Analyst, occurred on
January 28. His demise has cast a gloom over this Branch. He will
be greatly missed by his fellow workers.

Medical Staff is preparing for retirement several boxes of X-ray films
which will be shipped to the Center shortly.

[REDACTED] 25X1A9a